

2 October 1953

OPM 40-170-1
PERSONNEL DIRECTOR MEMORANDUM NO. 76-53

SUBJECT: Delivery and Pick-Up of Personnel Office Mail in Curie Hall

1. Effective immediately, the following schedule is established for the delivery and pick-up of Personnel Office mail to and from the Central Mail Room, Room 29-125, Curie Hall:

A.M.	P.M.
9:30	1:40
10:30	2:45
11:45	4:10

The above schedule is based on the delivery and pick-up of mail to and from the Mail Control Section, Office of General Services.

2. Personnel Office mail for Curie Hall will be delivered and picked up during the scheduled times at the following locations only:

Assistant Director (Personnel)	29-223 - 2nd Floor
Personnel Director	
Deputy Personnel Director (General)	
Deputy Personnel Director (Special)	
Plans, Research and Development Staff	2-D 2nd Floor
Special Contracting, Allowances and Processing Staff	29-226 - 2nd Floor
Classification and Wage Division	29-208 - 2nd Floor
Employee Services Division	1522-E - 1st Floor
Personnel Procurement Division	1404-D - 1st Floor
Placement and Utilization Division	26-F - 1st Floor
Military Personnel Division	29-205 - 2nd Floor
Processing and Records Division	29-125 - 1st Floor

3. Questions concerning mail service within the Personnel Office should be directed to the Chief, Processing and Records Division, extension 2901.

Rec'd by 5-130-4 (37-55) 20 Jul 53

GEORGE E. MELDON
Personnel Director

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